



Monitoring Your Program: IEP Compliance Monitoring

Laura Dunn | IDEA Compliance Manager

*Federal Programs and Oversight
August 2023*





BEST FOR
ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE
ACCESS TO A HIGH-QUALITY EDUCATION,
NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE
EQUIPPED TO SERVE THE ACADEMIC
AND NON-ACADEMIC NEEDS OF ALL
STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR
THE EDUCATION PROFESSION AND BE
THE TOP STATE IN WHICH TO BECOME AND
REMAIN A TEACHER AND LEADER FOR ALL



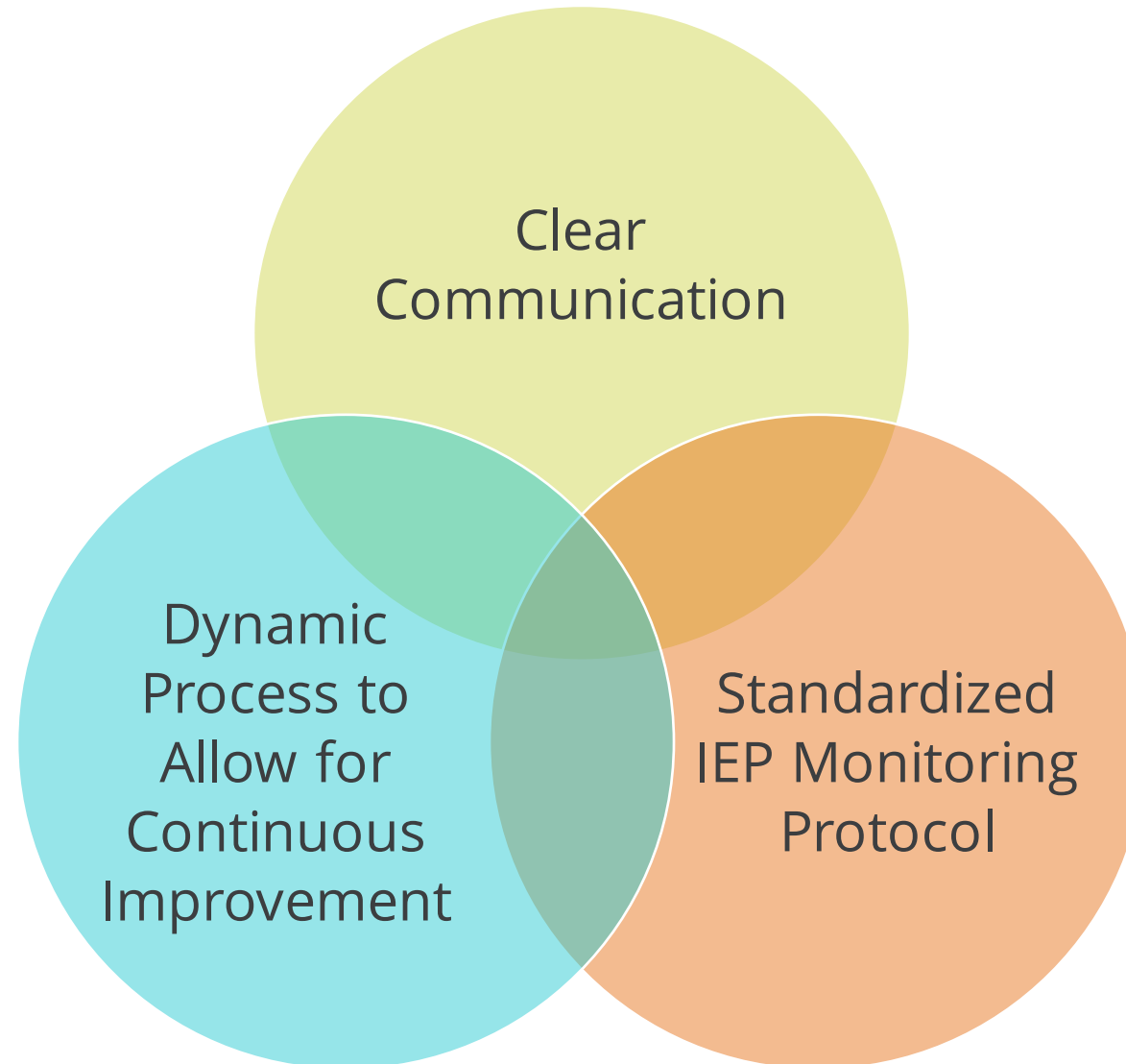
Agenda:

- IEP Monitoring Overview
- Roles and Responsibilities
- Accessing the IEP Monitoring Platform
- Changing User Roles and Assigning LEA Monitors
- Replacing a Student
- Indicator Responses
- Submitting the Cohort
- Monitoring Results Report
- Corrective Actions



IEP Monitoring Overview

Monitoring Commitments



FY24 IEP Monitoring Wave Assignment

- LEAs will be assigned to one of three “waves” throughout the year 2023-24.
- The number of files reviewed in each LEA is based on the IEP monitoring risk analysis data from 2022-23.
- A notification of LEA “wave” assignment and number of files to be reviewed will be sent to the IDEA Director shown in ePlan soon.



IEP Monitoring Process Roles

LEA Monitor

SPED Teacher
School Psychologist
SLP
Secretary
Case Manager

LEA Administrator

IDEA Director
SPED Supervisor

SEA Monitor

Stanley Cook
LaTrese Watson
Ashley Colbert

SEA Administrator

Laura Dunn

IEP Monitoring Levels of Review

LEA Monitor

Completed by assigned LEA staff given access through user roles by LEA Administrator. Responsibilities include reviewing and uploading of student documentation and responding to each indicator.

LEA Administrator

Reviews uploaded documentation and monitor indicator responses. The LEA administrator may return the file to the LEA monitor for correction or submit to the SEA.

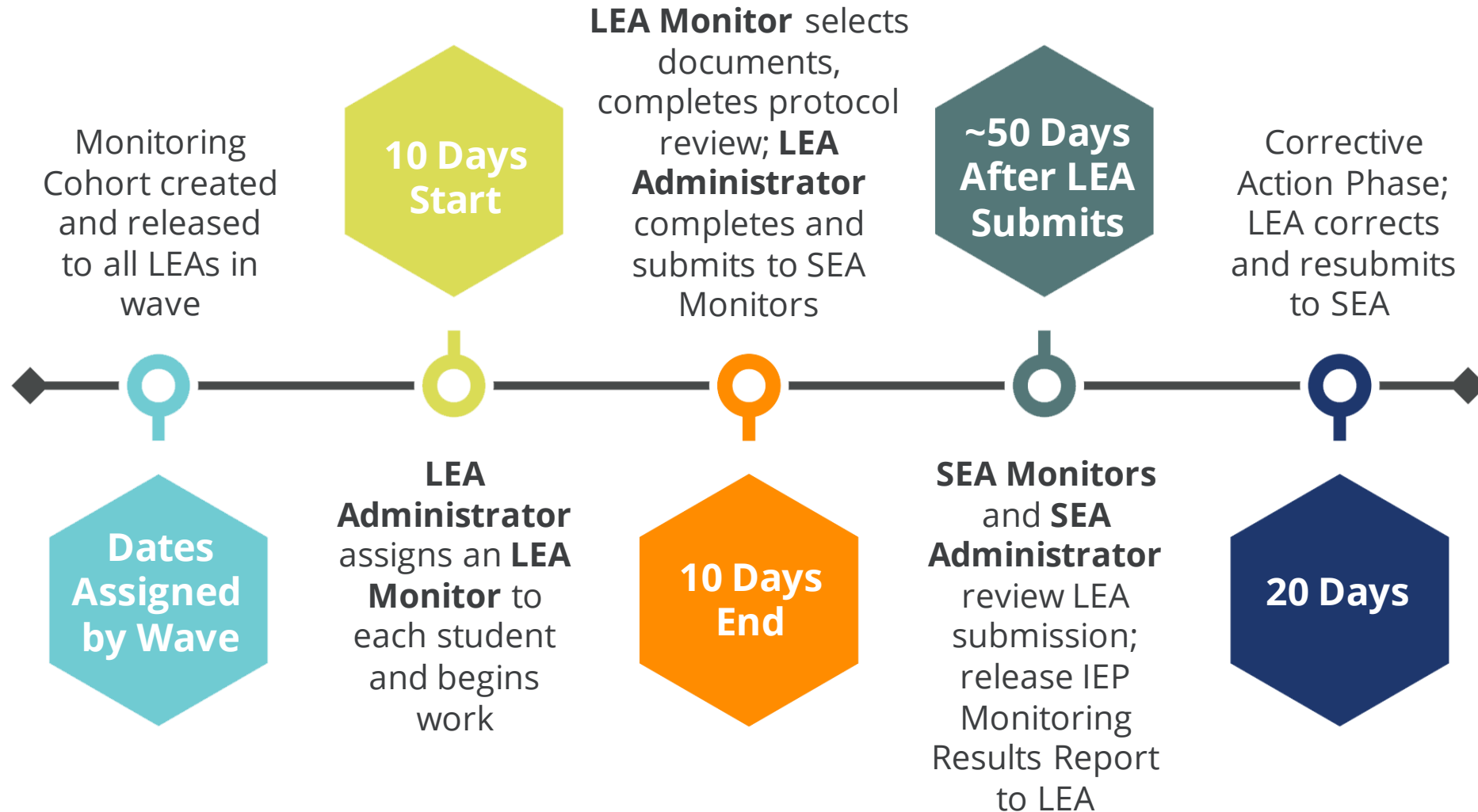
SEA Monitor

A member of the IEP Monitoring Team reviews documentation and responses for multiple districts.

SEA Administrator

The IDEA compliance manager acts as the SEA Administrator and reviews all documents and responses for each LEA. Once completed, the files are submitted to PCG for processing.

IEP Monitoring Timeline



FY24 IEP Monitoring Protocol

Items	Focus Area	Requirements
I.1 - I.16	Initial Evaluation	School and LEA reviewers must complete only one of these two categories during a file review. If the focus area shown does not align with the student record, contact a point of contact (POC) immediately.
R.1 - R.13	Reevaluation	
17 - 39	IEP	School and LEA reviewers must complete these items for each selected file within the Monitoring Cohort.
T.40 - T.42	Transition <i>Applicable for students 14-16 years of age</i>	School and LEA reviewers must complete these items if the student is age 14-16 (or younger if determined appropriate by the IEP team). If the focus area shown does not align with the student record, contact a POC immediately.
S.40 - S.45	Postsecondary Transition <i>Age 16+</i>	School and LEA reviewers must complete these items if the student was turning 16 at the time of the most recently developed IEP. If the focus area shown does not align with the student record, contact a POC immediately.

- All students within the cohort will have the IEP section and either Initial Evaluation **or** Reevaluation.
- Transition and Postsecondary Transition will only be available if the student is 14 years or 16 years old, respectively.

FY24 IEP Monitoring Protocol

Domains and Indicators:

- **Initial Evaluation:** 16 indicators
- **Reevaluation:** 13 indicators
- **IEP:** 23 indicators
- **Transition (age 14):** 3 indicators
- **Secondary Transition (age 16):** 6 indicators

**Each indicator is evaluated on its own merits*



FY24 IEP Monitoring Protocol

- The FY24 IEP Monitoring Protocol will be used to determine compliance of the IEP file(s) selected at both the LEA and SEA levels of review.
- To determine compliance, LEAs must upload all documentation identified within the protocol into the IEP Monitoring platform for review. Documents not uploaded to the monitoring platform or blank documents will be considered noncompliant.
- The narrative for each category found under response criteria gives information allowing clarification for each indicator.



FY24 IEP Monitoring Protocol

Focus Area: IEP			
Item	Category	Response Criteria: Meet response criteria for compliance for each item.	Required Documents
17	Invitation to Meeting 34 C.F.R. § 300.322(a), (b)(1) TN SBE Rule 0520-01-09-.15(1)	The most recent meeting invitation includes the purpose (all reasons for meeting must be identified), meeting time and location, and who will attend. There is documentation that the most recent meeting invitation sent to parents* was at least 10 calendar days prior to the meeting date, or there is documentation of a signed 10- calendar day waiver.	Meeting Invitation

- Links to applicable federal and state regulations guiding compliance
- **Item:** aligns to IEP Monitoring platform
- **Category:** aligns to IEP Monitoring platform
- **Response Criteria:** descriptor of item/area of compliance
- **Required Document(s):** documents that will be reviewed to determine compliance

FY24 IEP Monitoring Protocol

Evaluates IEPs and related documents ***objectively***:

- Yes (compliant) *or*
- No (not compliant)

In terms of ***compliance*** with:

- Federal Law (C.F.R.)
- State Law (T.C.A.)
- State Board of Education Rule (SBE Rule)



The Stranger Test

- **When reviewing student documents, remember:**
 - The student documentation is viewed through the lens of a “stranger.”
 - Compliance decision-making is based on each required document and the information contained within that document individually and not cumulatively.
 - No inference can be made from the information and no prior knowledge of the student or circumstances is available.



Roles & Responsibilities: LEA Monitor



Roles and Responsibilities: LEA Monitor

- The **LEA Monitor** is the assigned LEA staff member who is given access through user roles by the *LEA Administrator*.
- The **LEA Monitor's** responsibilities include reviewing and uploading student documentation and responding to each indicator with “yes” if compliant or “no” if non-compliant.
- The **LEA Monitor** role may be given to the student’s teacher, case manager, or LEA compliance staff.
- The assigned **LEA Monitor** must be a member of the student’s IEP team and show the appropriate user role for IEP Monitoring.





Roles and Responsibilities: LEA Monitor

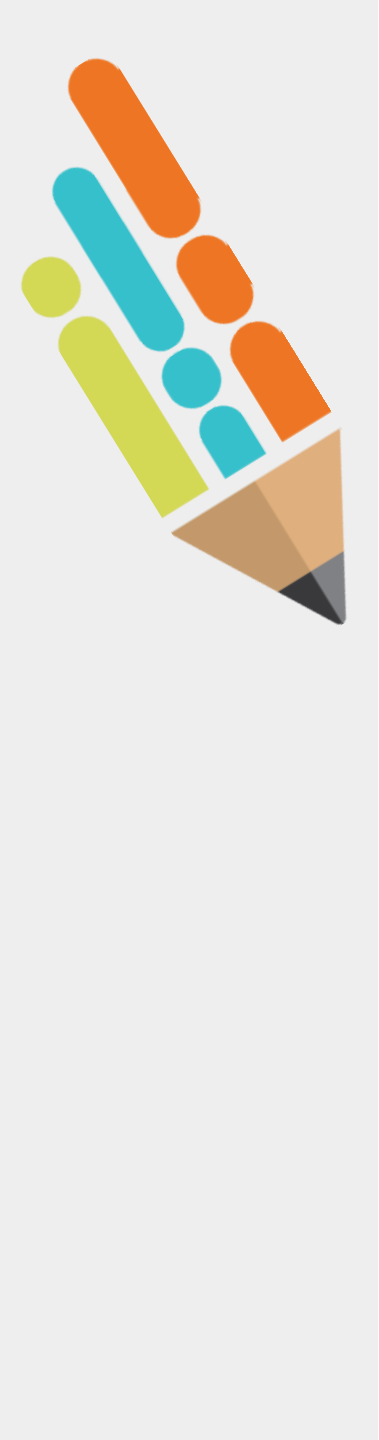
- Each student in the cohort must have an assigned **LEA Monitor**.
- **LEA Monitors** can be assigned to multiple students within the cohort.
- *As IDEA Director, you are solely responsible for the **LEA Administrator** (or second level of review) for the LEA. Although permissible, it is not best practice to have one person as both the LEA Monitor and LEA Administrator.*



Roles and Responsibilities: LEA Monitor

The **LEA Monitor** must:

- complete the initial review of the student file for each assigned student,
- upload all required documentation, and
- respond to each indicator with “yes” (compliant) or “no” (not compliant) based on the information contained in the uploaded required documents.



Roles & Responsibilities: LEA Administrator



Responsibilities: LEA Administrator

- The **LEA Administrator** reviews all required uploaded documentation, reviews all LEA monitor responses of “yes” (compliant) or “no” (noncompliant) and marks either “Agree” or “Disagree” with each *LEA Monitor* response.
- The **LEA Administrator** may return the file to the *LEA Monitor* for additional correction or review.





Responsibilities: LEA Administrator

- The **LEA Administrator** must review and respond to each indicator for each student in the cohort.
- The **LEA Administrator** must submit the cohort to the SEA as a group, individual students cannot be submitted.
- Once the cohort is submitted to the SEA for review, no changes can be made.





LEA Administrator

- **Set Agreements** allows users to agree with an entire section without clicking individually.
- **Note:** *Use this feature with caution and ensure that each document and LEA Monitor response has been carefully reviewed.*
- **Reminder:** *As IDEA Director, you are solely responsible for the **LEA Administrator** (or second level of review) for the LEA. Although permissible, having one person as both the LEA Monitor and LEA Administrator is not best practice.*



Accessing the IEP Monitoring Platform



Accessing the Platform



- Log into TN PULSE.
- From the LEA home page, use the ADMIN/SCHOOL SYSTEM drop down to access the COMPLIANCE MONITORING page.
 - This leads to the LEA assigned cohort.

Accessing the Platform

Monitoring Cohort ●

Monitor Cycle: 2023-2024 - Period Monitor Protocol: Standard

Status	Replace	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Final	Return
	<input type="checkbox"/>				0 / 39	0 / 39	-	-	<input type="checkbox"/>
	<input type="checkbox"/>				0 / 39	0 / 39	-	-	<input type="checkbox"/>
	<input type="checkbox"/>				0 / 39	0 / 39	-	-	<input type="checkbox"/>
	<input type="checkbox"/>				0 / 39	0 / 39	-	-	<input type="checkbox"/>
	<input type="checkbox"/>				0 / 37	0 / 37	-	-	<input type="checkbox"/>
Total Findings					0 / 193	0 / 193			

BACK REQUEST REPLACEMENT

- View of the page where the LEA views the assigned cohort.

Changing User Roles and Assigning LEA Monitors



Changing User Roles and Assigning LEA Monitors

- The **LEA Administrator** role is set by the TN PULSE vendor;
 - **Do not attempt to alter or change the role, including adding a monitoring user role.**
- The **LEA Administrator** is responsible for the assignment of an LEA Monitor for each student in the cohort.
- The **LEA Administrator** may change *LEA Monitor* assignments.
 - Select *Update and Save* after any change is made.
- Every student in the cohort must have an *LEA Monitor* assigned before the details page can be accessed.



Changing User Roles

User Last Name: Exact Match

User First Name: Exact Match

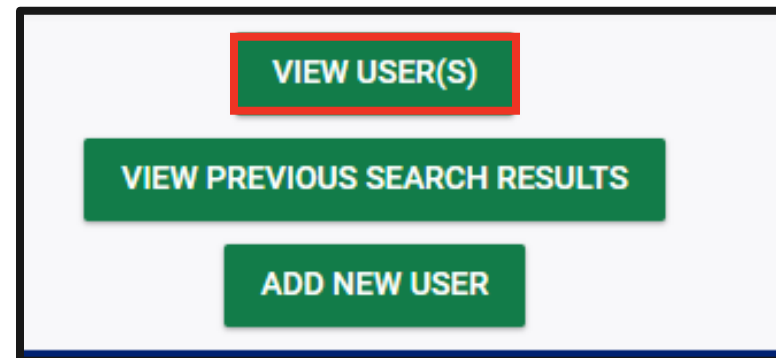
Title: Exact Match

School: Exact Match
(* Limited to those Schools you have access to)

Permission Group 1 Permission Group 10 (add on)

Permission Group 2 Permission Group 11 (add on)

- Scroll to bottom of page



Changing User Roles

- In user profile page scroll down to User Compliance Monitoring Role.
- Using the dropdown menu assign the user the LEA Monitor role.

Users Compliance Monitoring Role: ▼

- LEA Monitor
- LEA IDEA Director

Users Compliance Monitoring Role: ▼

Assigning LEA Monitors

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
				0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>
Total Findings				0 / 195	0 / 195		

REQUEST EXTENSION UPDATE MONITORS SUBMIT

- Once LEA monitoring user roles are assigned the names will appear in the dropdown. Choose the LEA Monitor name to assign and click “UPDATE MONITORS”.

Replacing a Student



LEA Administrator: Replacing a Student

- A student must be shown to be inactive and/or ineligible before a replacement can be requested.
- Once this status is confirmed, a checkbox to request a replacement will be available.
- **Note:** *If the areas showing for a student in the cohort do not match what the LEA expects (initial evaluation vs. reevaluation) please contact Laura.Dunn@tn.gov for assistance before beginning the review/upload process.*



Replacing a Student

Monitoring Cohort ●

Monitor Cycle: 2023-2024 - Period Monitor Protocol: Standard

Status	Replace	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process	<input type="checkbox"/>	Jack Test	8693759	Teacher Test	▼ 0 / 37	2 / 35	<input type="checkbox"/>	<input type="checkbox"/>	
Director in Process	<input checked="" type="checkbox"/>	Luther Test	00937452	Teacher Test	▼ 0 / 39	0 / 39	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Not Started	<input type="checkbox"/>	Rose Test	39378409	Teacher Test	▼ 0 / 37	0 / 37	<input type="checkbox"/>	<input type="checkbox"/>	
Total Findings					0 / 113	2 / 111			

Replacing a Student

Request Student Replacement ✕

The following students have been flagged to request replacement. Confirming below will send the student(s) to the SEA IDEA Director to approve the replacement request.

Student	Reason for Replacement Request
Rose Test	Dropped Out ▼

SUBMIT REQUEST

LEA Administrator: Replacing a Student

- Once a student in the cohort is replaced, the LEA Administrator must assign an LEA Monitor before the details pencil will reappear.



LEA Administrator: Replacing a Student

- If this process does not replace the student immediately, or a replacement due to unusual circumstances is needed please contact the SEA Administrator Laura.Dunn@tn.gov for assistance.
- **Note:** *If the areas showing for a student in the cohort do not match what the LEA expects (initial evaluation vs. reevaluation) please contact the SEA Administrator Laura.Dunn@tn.gov for assistance before beginning the review/upload process.*



Indicator Responses

LEA Monitor



LEA Monitor: Indicator Responses























- The LEA Monitor must upload all required documents for each section.
- The LEA Monitor must respond to each indicator based on the information in each required document.
- If the response is “yes” (compliant) no additional comments are required.
- If the response is “no” (non-compliant) the LEA is required to add a comment.
- Internal comments are viewable only to the LEA Monitor and LEA Administrator.



Providing Required Documents

Area: IEP

Additional Required Documents

Documents	Document Link	Upload Document	Link Existing Document	Delete Document
Invitation to Meeting	Invitation to Meeting (inactive)			
Current IEP (annual or addendum)	IEP (inactive)			
Current IEP signature pages (includes parental consent)				
Previous IEP (first page only)				
Tennessee Alt Assessment documentation (with signature)				
Homebound Placement Review (if applicable)				
Prior Written Notice for IEP				
Progress Report (Most Recent)				
10 day waiver (if applicable)				
Other Documentation (If Applicable)				

Note: Ensure that all linked or uploaded documents are finalized and signed if appropriate.

LEA Monitor Indicator Response

Indicator Details

Response Criteria

The most recent meeting invitation includes the purpose (all reasons for meeting must be listed and/or checked), time and location of the meeting, and who will be in attendance. There is documentation that the most recent meeting invitation sent to parents* was at least 10 calendar days prior to the meeting date, or there is documentation of a signed 10- calendar day waiver.

LEA Response Yes No N/A

LEA Official Comments

- If the response is **“yes” (compliant)**, the provided document **does** meet the response criteria; no additional comments are required.

LEA Monitor Indicator Response

Indicator Details

Response Criteria

The most recent meeting invitation includes the purpose (all reasons for meeting must be listed and/or checked), time and location of the meeting, and who will be in attendance. There is documentation that the most recent meeting invitation sent to parents* was at least 10 calendar days prior to the meeting date, or there is documentation of a signed 10- calendar day waiver.

LEA Response Yes No N/A

LEA Official Comments

(Required)

- If the response is ***“no” (non-compliant)***, the provided document ***does not*** meet the response criteria; the LEA must provide an official comment.

LEA Monitor Indicator Response

LEA Response Yes No N/A

LEA Official Comments

Agree
(Required)

Disagree
(Required)

Internal Note

- Internal comments can be made at either the monitor or administrator level and are viewable only by the LEA.

Indicator Responses

LEA Administrator

LEA Administrator: Indicator Responses

- The LEA Administrator must review all provided required documents for each section.
- The LEA Administrator must respond to each indicator based on the information in each required document and the LEA Monitor response.
- The LEA Administrator must respond either “agree” or “disagree” to the LEA Monitor response.



LEA Administrator Indicator Response

Response Criteria

No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP.

LEA Response

Yes No N/A

LEA Official Comments

Agree

(Required)

Disagree

(Required)

Internal Note

Response Criteria

No more than one calendar year has passed since reviewing and revising, as appropriate, the most recent IEP.

LEA Response

Yes No N/A

LEA Official Comments

10 day notice not given, 10 day waiver not found.

Agree

(Required)

Disagree

(Required)




Internal Note

LEA Administrator: Indicator Responses

- If the LEA Administrator disagrees with the LEA Monitor response, the student can be returned to the LEA Monitor for revision.
- Internal comments are viewable only to the LEA Monitor and LEA Administrator.



Returning to the LEA Monitor

SEA Findings	LEA Findings	Submit	Return	Details
▼ 0 / 37	0 / 37	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
▼ 0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>	
▼ 0 / 39	0 / 39	<input type="checkbox"/>	<input type="checkbox"/>	
0 / 115	0 / 115			

- To return the student to the LEA Monitor, the LEA Administrator will check the return box and “submit” which will return access to the LEA Monitor for needed revisions.

Submitting the Cohort



LEA Submission and Timeline

- During the *initial review phase* once the cohort is released, the LEA has ten (**10**) business days to complete the review files, upload documents, respond to all indicators, and submit to the SEA.
- Extensions may be requested through the SEA Administrator via email to Laura.Dunn@tn.gov for either phase of the monitoring process.
- Review and upload are based on current documents at the time of cohort release during the initial review phase.





LEA Submitting the Cohort

- The **LEA Administrator** must submit the cohort to the SEA as a group, individual students cannot be submitted.
- Once the cohort is submitted to the SEA for review, no changes can be made.



Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle: 2023-2024 - Period Monitor Protocol: Standard

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process	[Redacted]			▼ 0 / 37	3 / 37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process				▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process				▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 115	3 / 115			

REQUEST EXTENSION UPDATE MONITORS **SUBMIT**

- Status shows as “Director in Process”

Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle: 2023-2024 - Period
Monitor Protocol: Standard

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process	[REDACTED]			0 / 37	3 / 37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process				0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process				0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 115	3 / 115			

REQUEST EXTENSION UPDATE MONITORS **SUBMIT**

- Submit boxes fill automatically as each student review is completed.

Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle: 2023-2024 - Period Monitor Protocol: Standard

Status	Student	State ID	Assigned Monitor	SEA Findings	LEA Findings	Submit	Return	Details
Director in Process	[Redacted]			▼ 0 / 37	3 / 37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process				▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director in Process				▼ 0 / 39	0 / 39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total Findings				0 / 115	3 / 115			

REQUEST EXTENSION UPDATE MONITORS **SUBMIT**


- Once "SUBMIT" in right corner is clicked, no changes can be made.

Submitting the Cohort

Submit LEA Review

The LEA Review has been completed for all students in your cohort. Confirming below will indicate your approval as the LEA IDEA Director and send the responses to the SEA Monitor.

Student	LEA Findings	SEA Findings	Errors
[REDACTED]	3 / 37	0	
[REDACTED]	0 / 39	0	
[REDACTED]	0 / 39	0	

 Students with issues will not be submitted or prevent submission. Please review the student record.

SUBMIT

- A confirmation box appears.
 - If any errors are shown, the cohort will not submit, and the record must be reviewed.
 - If no errors are showing, click “SUBMIT”.

Submitting the Cohort

Monitoring Cohort ●

Monitor Cycle
2023-2024 - Period

Status
Submitted to SEA
Submitted to SEA
Submitted to SEA

- Once the cohort is submitted the status will change from “Director in Process” to **“Submitted to SEA”**.

IEP Monitoring Results Report



IEP Monitoring Results Report

- Once the SEA Monitor and Administrator review is complete, the **IEP Monitoring Results Report** will be released.
- The LEA Administrator will receive notification from the SEA Administrator the day the report is released and will be able to access the report within the IEP monitoring system.



Accessing the Report



- Upon notification that the LEA IEP Monitoring Results Report has been released click on “COMPLIANCE MONITORING REPORT” to access the information.


Signature of Receipt

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)


Reports

Monitoring Year: 2022-2023 Monitoring Cycle: Period Monitoring Protocol: Standard

 Compliance Monitor Report

Confirm receipt of IEP Monitoring Results Report

Signatures [ADD SIGNATURE](#)

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.

[SUBMIT REPORT RECEIPT](#) [SAVE](#)

- When accessing the IEP Monitoring Results Report tab, the receipt and Signature screen will appear first. Click “ADD SIGNATURE” which will allow you to electronically sign for the report as received.

Signature of Receipt

Add Signature

Dir. of Special Education

CLEAR

CANCEL SAVE

- Sign using a mouse or touch screen and click "SAVE".


Signature of Receipt

Reports

Monitoring Year
2022-2023


Monitoring Cycle
Period

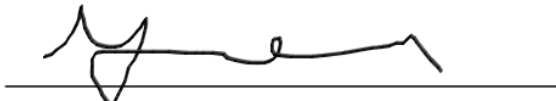
Monitoring Protocol
Standard

 Compliance Monitor Report

Confirm receipt of IEP Monitoring Results Report

Signatures

 All staff must sign below. Once all signatures have been collected, the signed-copy can be submitted to the TDOE.



Dir. of Special Education
[Redacted]

Date
08/03/2023

- Once signature is saved, check the confirm receipt box and click "SUBMIT REPORT RECEIPT".


Accessing the Report

IEP Monitoring Results Report

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Reports

Monitoring Year 2022-2023	Monitoring Cycle Period	Monitoring Protocol Standard
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 Compliance Monitor Report

Confirm receipt of IEP Monitoring Results Report

- Once the receipt of signature has been confirmed, click “Compliance Monitor Report” to receive a copy of the report.

Signature of Receipt

FY24 (2023-24) Individualized Education Program (IEP) Monitoring Results Report

The IEP Monitoring Results Report process included multiple levels of review of randomly selected IEPs and related records. The list below includes items that were less than 100% compliant. The signature of receipt of this report must be completed before viewing and will be stored within TN PULSE.

Agendas and sign in sheets for required training and subsequent corrective actions must be completed and provided in TN PULSE by MM/DD/YYYY.

For assistance within the platform please see the **TN PULSE: IEP Monitoring Manual for Users and Administrators**. Please reach out to the following Tennessee Department of Education (department) staff members for additional assistance.

- **Ashley Colbert | East TN IDEA and Perkins Monitoring Specialist**
- **Stan Cook | Middle TN IDEA and Perkins Monitoring Specialist**
- **LaTrese Watson | West TN IDEA and Perkins Monitoring Specialist**
- **Laura Dunn | IDEA Compliance Manager**
- **Geneva Taylor | Senior Director of Compliance**

Item	Category	Action Steps	Required Documentation
I.1	Parental Consent for Initial Assessment 34 C.F.R. § 300.300(a) TN SBE Rule 0520-01-09-.04	Not correctable at the student level	Parental Consent for Initial Assessment
	State ID: 5318497	SEA Comment: A parent signature was not present on the provided document.	
I.10	Ruled Out Lack of: Reading, Math, or LEP as Determinant Factor for Disability Determination 34 C.F.R. § 300.306(b)(1) 34 C.F.R. § 300.308	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.	Signed/Completed Eligibility Form
	State ID: 5300366	SEA Comment: All required signatures were not present on the provided form.	

- Report is organized by item number.
- Due date will be calculated based on release of report (20 business days).

Corrective Actions

Corrective Action Phase

- The LEA Administrator must sign the report as a “signature of receipt” and provide that documentation within the system within ten (10) days of the release of the IEP Monitoring Results Report.
- The LEA Administrator is responsible for ensuring that all corrective actions are completed.





Corrective Action Phase

- During the ***corrective action review phase***, once the IEP Monitoring Results Report is released, the LEA has **20** business days to complete the corrective actions and upload the corrected documents.
- During the **corrective action phase**, the LEA Administrator is also **required to provide training** based on the IEP Monitoring Results Report.
 - This documentation must be provided within the system within **20** business days.
- Extensions may be requested through the SEA Administrator for either phase of the monitoring process.



Corrective Actions Process Change

- TN PULSE IEP Monitoring Platform will allow LEA Monitors to upload and/or link corrective actions.
- LEA Monitors will be able to view students and findings assigned to them during the initial review phase.
- The LEA Administrator is still responsible for reviewing all uploaded and/or linked documents for corrective actions before submitting.



Accessing Corrective Actions

IEP Monitoring Results Report

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Reports

Monitoring Year
2022-2023

Monitoring Cycle
Period

Monitoring Protocol
Standard



Compliance Monitor Report

Confirm receipt of IEP Monitoring Results Report

- In the IEP Monitoring Results Report Tab, click “Corrective Actions” to access the information.

Accessing Corrective Actions

IEP Monitoring Results Report [SELECT PREVIOUS YEAR](#)

[Receipt and Signature](#) [Corrective Actions](#) [Documents](#)

Response Status

Response Status
Incomplete

Findings and Reponses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>				8	0		Incomplete
Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>				7	0		Incomplete

[SUBMIT](#) [SAVE](#)

- “Response Status” is the status of the cohort overall.
- Use the “Expand” arrow to see corrective action details for each student.
- “Status” is the status of a specific student.

Corrective Actions by Student

Findings and Reponses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
▼				8	0		Incomplete

Attached Evidence

[UPLOAD DOCUMENTS](#) [LINK DOCUMENTS](#)

File Name	Date Uploaded	Delete
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Monitoring Findings and Corrective Actions

Finding	Category	Action Steps	Edit	Status
1.3	Parent Input: Evaluation 34 C.F.R. § 300.305(a)(1)(i)	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.		Incomplete
SEA Comments: Parent input was not included in the evaluation report and/or a separate parent input form was not included in evaluation documentation.				
LEA Comments:				
Required Documentation: Parent Input Form or Documentation of Input in Evaluation Report				
<input type="checkbox"/> Evidence Attached		<input type="checkbox"/> Response is complete		
1.6	Evaluation Followed IDEA Requirements 34 C.F.R. § 300.304	Convene the evaluation/eligibility team and complete the missing components to correct the finding of non-compliance.		Incomplete
SEA Comments: The evaluation did not follow IDEA requirements.				
LEA Comments:				
Required Documentation: Evaluation Report				
<input type="checkbox"/> Evidence Attached		<input type="checkbox"/> Response is complete		

- Once expanded all corrective actions for a specific student will be viewable to the LEA.



Corrective Actions by Student

Findings and Responses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
▼	██████	████████████████████	████████████████████	8	3		Incomplete


Attached Evidence

[UPLOAD DOCUMENTS](#) [LINK DOCUMENTS](#)

File Name	Date Uploaded	Delete
Initial Consent for Eligibility Evaluation (inactive)	Test	
Eligibility Report- Eligible (inactive)	Test	
IEP (inactive)	Test	

- Page allows the LEA to upload and/or link required documents. It also allows documents provided in error to be deleted.

Corrective Actions by Student

21	Adverse Impact Statement 34 C.F.R. § 300.320(a)(1)(iv)	Convene an IEP team to develop an addendum or new IEP to correct the finding of non-compliance.		Incomplete
SEA Comments: The Adverse Impact Statement did not describe specifically how student's disability(ies) affect participation and progress in the general curriculum.				
LEA Comments:				
Required Documentation: Current IEP				
<input type="checkbox"/> Evidence Attached <input type="checkbox"/> Response is complete				

- Clicking the pencil icon allows the LEA to document that required evidence is attached and the response is complete.

Corrective Actions by Student

Observations ✕

SEA Comments: The Adverse Impact Statement did not describe specifically how student's disability(ies) affect participation and progress in the general curriculum.

Required Documentation: Current IEP

LEA Comments

Evidence has been attached Response is complete

CANCEL SAVE

- Each statement will be verified with a check mark and then "SAVE".
- LEA Comments are available if needed but not required.

Corrective Actions Submission

IEP Monitoring Results Report SELECT PREVIOUS YEAR

Receipt and Signature Corrective Actions Documents

Response Status

Response Status
Complete

Findings and Reponses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>	[REDACTED]	[REDACTED]	[REDACTED]	8	8		Completed
>	[REDACTED]	[REDACTED]	[REDACTED]	7	7		Completed

SUBMIT SAVE

- Once verification is made and saved, the overall response status and individual student response will show as “Completed”.
- Click “SUBMIT” to submit LEA corrective actions for review.

Corrective Action Submission

The screenshot displays the 'IEP Monitoring Results Report' interface. At the top right, there is a link for 'SELECT PREVIOUS YEAR'. Below the title, there are three tabs: 'Receipt and Signature', 'Corrective Actions', and 'Documents'. The 'Corrective Actions' tab is active. A red box highlights the 'Response Status' field, which shows the status as 'Submitted'.

- Once the LEA cohort is submitted the overall response status will change to “Submitted”.

Corrective Actions Submission Return

IEP Monitoring Results Report SELECT PREVIOUS YEAR

Receipt and Signature Corrective Actions Documents

Response Status

Response Status
Returned

Returned Reason
No documents provided for student.

Findings and Reponses

Expand	StateID	Last Name	First Name	Findings	Findings Completed	Date Completed	Status
>	[REDACTED]	[REDACTED]	[REDACTED]	6	6		Completed
>	[REDACTED]	[REDACTED]	[REDACTED]	7	7		Completed

- If required documents or evidence of corrective action steps being completed is not provided, the LEA corrective action submission will be returned for the process to be completed.
- The LEA administrator receives an alert from TN PULSE if returned.

Questions?



Resources

- [IEP Monitoring Office Hours](#)
- Mondays from 1 – 2 p.m. CT/ 2 – 3 p.m. ET

- FY24 IEP Monitoring Protocol
- **TN PULSE** > *Resource Library* > *TDOE IEP Monitoring Tool*
- **ePlan** > *TDOE Resources* > *Monitoring* > *2023-24* > *FY24 IEP Monitoring*

- IEP Monitoring Protocol Summer Training PowerPoint and Webinar
- **TN PULSE** > *Resource Library* > *TDOE IEP Monitoring Tool*
- **ePlan** > *TDOE Resources* > *Monitoring* > *2023-24* > *FY24 IEP Monitoring*

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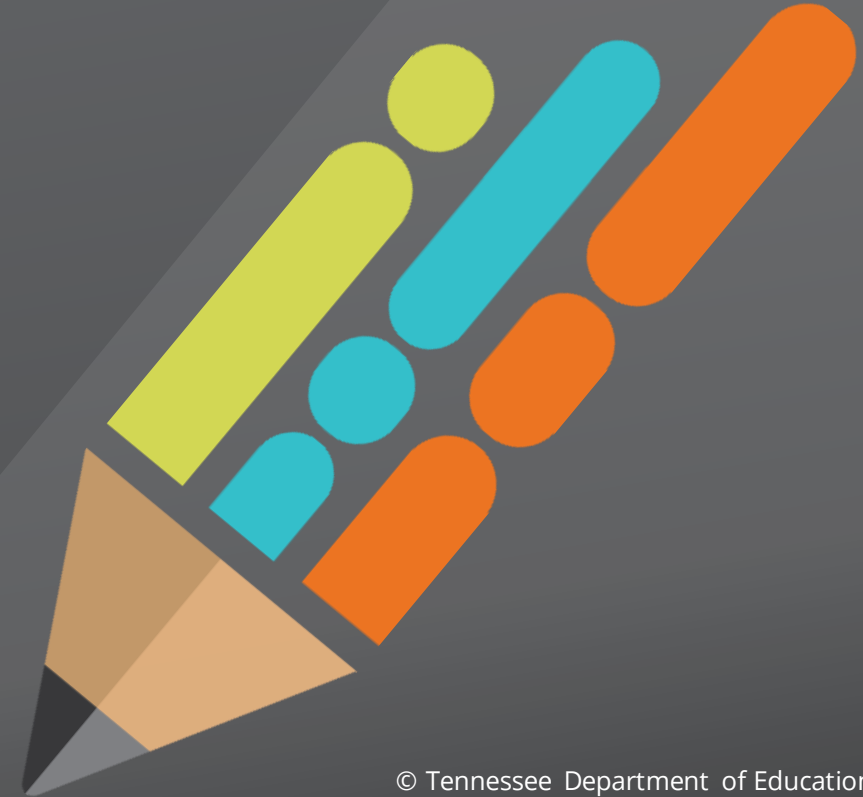
Thank You!

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1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>